

CITY OF CARLSBAD
APPLICATION CHECKLIST FOR
TENTATIVE PARCEL MAPS

CITY PROJECT NO. _____

CITY PROJECT NAME _____

CITY DRAWING NO. _____

CITY PROJECT ENGINEER _____

- ☐ 1. Transmittal letter from Engineer of Work listing all items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Completed and signed Engineering Plancheck Application form (Distribution: Copy to Planchecker, original to File).
- ☐ 3. Ten (10) copies of the Tentative Map/Condominium Site Plan prepared on a 24" x 36" sheet(s) and folded into 8 1/2" X 11" size. See attached for information to be shown on Tentative Parcel Map (Distribution as indicated by Project Engineer).
- ☐ 4. Digital copy of plans (Distribution: Eng. GIS).
- ☐ 5. Environmental Impact Assessment Form Part 1. (Fee not required with initial submittal. Fee to be determined after review of project and Environmental Impact Assessment form) (Distribution as indicated by Project Engineer).
- ☐ 6. Property Owners' List and 2 Sets of Address Labels (Fee = postage x total number of labels) (Distribution as indicated by Project Engineer).
- ☐ 7. 300 Foot Radius Map on 8 1/2 x 11" paper (Distribution as indicated by Project Engineer).
- ☐ 8. Preliminary Hydrology Map and calculations. Show before and after discharges to each drainage basin (Distribution as indicated by Project Engineer).
- ☐ 9. Three (3) copies of the Preliminary Title Report (current within the last six (6) months) (Distribution as indicated by Proj. Eng.).
- ☐ 10. Proof of availability of sewer if located in the Leucadia County Water District or the Vallecitos Water District (Distribution as indicated by Project Engineer).
- ☐ 11. School District letter indicating that school facilities will be available to the project (residential projects only) (Distribution as indicated by Project Engineer).
- ☐ 12. Statement of agreement to waive Tentative Subdivision Map time limits. Required for Tentative Maps only when project requires concurrent processing of planning application, or environmental review (Distribution as indicated by Project Engineer).
- ☐ 13. Three copies of 24" X 36" Constraints Map at the same scale as other exhibit (i.e., Tentative Maps, Site Plan, etc.) folded to 8 1/2" x 11". If property has constraints as defined by Section 21.53.230 of the Carlsbad Municipal Code (see attached) (Distribution as indicated by Project Engineer).
- ☐ 14. For projects with an Average Daily Traffic (ADT) generation rate greater than 500 vehicles per day, two (2) copies of a Circulation Impact Analysis prepared by an appropriate Registered Engineer (Distribution as indicated by Project Engineer).
- ☐ 15. Two copies of preliminary Soils/Geologic Report for all project with cut or fill depths exceeding 5 feet (Distribution as indicated by Project Engineer).
- ☐ 16. For all condominium conversions, a signed statement by the Owner stating Section 66427.1 of the State Map Act will be complied with (see sample letter) (Distribution as indicated by Project Engineer).
- ☐ 17. Tentative Parcel Map fee. (See current Fee Schedule.)

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS: _____

CITY OF CARLSBAD
INFORMATION TO BE SHOWN ON TENTATIVE PARCEL MAPS
(MINOR SUBDIVISIONS)

All joint application exhibits, i.e. Tentative Parcel Map, Planned Developments, Site Development Plans, Special Use Permits, etc., should be prepared at the same scale (use a scale no smaller than 1' = 40'). In addition all plans shall be fully dimensioned (i.e., setbacks, height, road widths, parking spaced, planters, yards, etc.).

1. GENERAL INFORMATION TO BE SHOWN ON PLAN

- ☐ a. Name and address of Owner whose property is proposed to be subdivided and the name and address of the Subdivider.
- ☐ b. Name and address of Registered Civil Engineer, Licensed Surveyor, Landscape Architect or Land Planner who prepared the Maps.
- ☐ c. North arrow and scale.
- ☐ d. Residential, commercial industrial or other uses.
- ☐ e. Tentative Parcel Map number (MS _____) in upper right hand corner (City to provide number at time of application).
- ☐ f. Number of units to be constructed when a condominium or community apartment project is involved. Total number of lots proposed.
- ☐ g. Name of sewer and water district providing service to the project.
- ☐ h. Average Daily Traffic generated by the project, broken down by separate uses.
- ☐ i. Name of School District providing service to the project.
- ☐ j. Proposed density in lots or dwelling units per acre.
- ☐ k. Existing Zone and General Plan Designation.
- ☐ l. Site acreage.

2. SITE INFORMATION

a. General

- ☐ 1. Approximate location of existing and proposed building and permanent structures.
- ☐ 2. Location of all major vegetation, showing size and type.
- ☐ 3. Location of railroads.
- ☐ 4. Legal Description of the exterior boundaries of the Subdivision (approximate bearings, distances and curve data).
- ☐ 5. Lot lines and approximate dimensions and number of each lot.
- ☐ 6. Lot area for each proposed lot.
- ☐ 7. Setback dimensions for the required front, rear and side yard setbacks for all structures.
- ☐ 8. Indicate top and bottom elevations for all fences, walls, and retaining walls. Show these elevations at each end of the wall and in the middle. Also show the worse condition elevation.
- ☐ 9. Show site details for all recreation lots or areas (when applicable).
- ☐ 10. Total building coverage for lots with proposed structures.

CONTINUED ON REVERSE

CITY OF CARLSBAD
INFORMATION TO BE SHOWN ON TENTATIVE PARCEL MAPS
(MINOR SUBDIVISIONS)
(CONTINUED)

b. Streets and Utilities

- ☐ 1. The location, width and proposed name of all streets within and adjacent to the proposed subdivision, show proposed street grades and centerline radii. Provide separate profile for all streets with grades in excess of 7%. Street should be in conformance with City Standards and Engineering Department Policies.
- ☐ 2. Name, location and width of existing adjacent streets and alleys.
- ☐ 3. Typical street section for all adjacent streets and streets within the project.
- ☐ 4. Width and location of all existing and/or proposed public or private easements.
- ☐ 5. Public and private streets and utilities clearly defined.
- ☐ 6. Show distance between all intersections and medium and high use driveways.
- ☐ 7. Clearly show parking stall and aisle dimensions and truck turning radii for all parking areas.
- ☐ 8. Show access points to adjacent undeveloped lands.
- ☐ 9. Show all existing and proposed street lights and utilities (sewer, water, major gas and fuel lines, major electric and telephone facilities) within and adjacent to the project.
- ☐ 10. Show location of all fire hydrants within 300 feet of site.

c. Grading and Drainage

- ☐ 1. Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10 % and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100 foot perimeter of the boundaries of the sites. Existing onsite trees; those to be removed and those to be saved.
- ☐ 2. Earthwork volumes: cut, fill, import and export.
- ☐ 3. Spot elevations at the corners of each pad.
- ☐ 4. Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- ☐ 5. Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of all proposed detention/retention basins.
- ☐ 6. Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.

Deputy City Engineer
CITY OF CARLSBAD
1635 Faraday Avenue
Carlsbad, CA 92008

PROPOSED MINOR SUBDIVISION NO. _____

I(We), the undersigned owner(s), do hereby state that I(We) have read Section 66427.1 of the Subdivision Map Act and I(We) will make the notifications to the tenants required therein.

Date

Owner

Date

Owner

66427.1 ESTABLISHES REQUIREMENTS FOR NOTICE TO TENANTS AND RIGHT OF TENANTS TO EXCLUSIVE CONTRACT FOR PURCHASE IN CONDOMINIUM, COMMUNITY APARTMENT OR STOCK COOPERATIVE PROJECTS

The legislative body shall not approve a final map for a subdivision to be created from the conversion of residential real property into a condominium project, a community apartment project, or a stock cooperative project unless it finds all of the following:

(a) Each of the tenants of the proposed condominium, community apartment project or stock cooperative project has received, pursuant to Section 66452.9, written notification of intention to convert at least 60 days prior to the filing of a tentative map pursuant to Section 66452.9. There shall be a further finding that each such tenant, and each person applying for the rental of a unit in such residential real property, has, or will have, received all applicable notices and rights now or hereafter required by this chapter or Chapter 3 (commencing with Section 66451). In addition, a finding shall be made that each tenant has received 10 days written notification that an application for a public report will be, or has been, submitted to the Department of Real Estate, and that such report will be available on request. The written notices to tenants required by this subdivision shall be deemed satisfied if such notices comply with the legal requirements for service by mail.

(b) Each of the tenants of the proposed condominium, community apartment project, or stock cooperative project has been, or will be, given written notification within 10 days of approval of a final map for the proposed conversion.

(c) Each of the tenants of the proposed condominium, community apartment project, or stock cooperative project has been, or will be, given 180 days written notice of intention to convert prior to termination of tenancy due to the conversion or proposed conversion. The provisions of this subdivision shall not alter or abridge the rights or obligations of the parties in performance of their covenants, including, but not limited to, the provision of services, payment of rent or the obligations imposed by Section 1941, 1941.1 and 1941.2 of the Civil Code.

(d) Each of the tenants of the proposed condominium, community apartment project, or stock cooperative project has been, or will be, given notice of an exclusive right to contract for the purchase of his or her respective unit upon the same terms and conditions that such unit will be initially offered to the general public or terms more favorable to the tenants. The right shall run for a period of not less than 90 days from the date of issuance of the subdivision public report pursuant to Section 11018.2 of the Business and Professions Code, unless the tenant gives prior written notice of his or her intention not to exercise the right.

(e) This section shall not diminish, limit or expand other than as provided herein, the authority of any city, county, or city and county to approve or disapprove condominium projects.

[Amended, Chapter 1128, Statutes of 1980]

STATEMENT OF AGREEMENT

TENTATIVE PARCEL MAP

CITY OF CARLSBAD

The Subdivision Map Act and the Carlsbad Municipal Code sets a fifty (50) day time restriction on Engineering Department processing. This time limit can only be extended by the mutual concurrence of the Applicant and the City. By accepting applications for Tentative Parcel maps concurrently with applications for other approvals which are prerequisites to the Map (i.e., Environmental Assessment, Environmental Impact Report, Condominium Plan, Planned Unit Development, etc.), the fifty (50) day time limits are often exceeded. If you wish to have your application processed concurrently, this agreement must be signed by the Applicant or his agent. If you choose not to sign the statement, the City will not accept your application for the Tentative Parcel Map until all prior necessary entitlements have been processed and approved.

The Undersigned understands that the processing time required by the City may exceed the time limits; therefore, the Undersigned agrees to extend the time limits for City Engineer action and fully concurs with any extensions of time up to one (1) year from the date the application was accepted as complete to properly review all of the applications.

Signature

Date

Name (please print)

Relationship to Application
(Property Owner/Agent)